

11 April 1999



Security

**RESTRICTED AREA BADGE ISSUANCE,
CONTROL, AND INVENTORY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the procedures governing the issuance, control, and maintenance of the AF Form 1199, **USAF Restricted Area Badge**. It implements AFRPD 31-1, *Physical Security*. It explains in detail the responsibilities of the individual, unit commander, division chiefs, and unit and division security managers in relation to the restricted area badge. It applies to all division and unit security managers.

SUMMARY OF REVISIONS

This is the initial publication of 911 AWI 31-201, revising 911 TAGR 207-2, 1 Jul 1991. This changes the accountability and control procedures after issue.

1. General Information. The restricted area badge is used to control the entry and internal movement of personnel in restricted areas. Unit commanders/division chiefs or designees will make the determination of the individual's need to unescorted entry in accordance with AFI 31-101 and AFI 31-501. Persons requiring unescorted entry must have, as a minimum, a current Entrance National Agency (ENTNAC) investigation prior to being granted entry. Restricted area badges are serially numbered, accountable form, and are authenticated and controlled by the Chief of Security or a designated representative. The Security Police Pass and ID Section is the issuing activity for badges.

2. Procedures for requesting Restricted Area Badges:

2.1. A local Files Check using AF Form 2583, **Request for Personnel Security Action**, will be performed with favorable results and the determination is made by security management that the individual has valid security clearance will be documented in the remarks section of the AF Form 2586, **Unescorted Entry Authorization Certificate**, prior to the granting of unescorted entry. (AFI 31-101 for processing AF Form 2586.).

2.2. Upon return of favorable check of AF Form 2583, the unit or division security manager is responsible for initiating AF Form 2586, in two copies. Prior to issuing the AF Form 2586, Phase I, Security Indoctrination Training will be accomplished by the unit or division security manager. Indoctrination will cover the Base Security Plan, security reporting and alerting system, including methods to contact Combat Security Control (CSC) and entry controls. Personnel will be indoctrinated and trained in the phase immediately before being granted an unescorted entry authority. The unit commander's/division chief's or designee's signature on the AF Form 2586, Section II certifies completion of Phase I training. The unit commander/division/chief will delegate authority to sign Section II of the AF Form 2586, by means of a letter and DD Form 577, **Signature Card**, which will be forwarded to Pass and ID.

2.3. All personnel who have been granted unescorted entry authorization to restricted areas are required to have semi annual Phase II, Continued Security Education and Motivation Training. This will consist of a general presentation of all applicable aspects of the Air Force Physical Security Program. This training will be presented by the security manager. Formal lectures, seminars, staff meetings, conferences or other formal sessions will meet the requirements of Phase II. The security manager will keep a record of the training subjects and the dates that the training was presented.

3. Accountability and Control Procedures After Issue:

3.1. The restricted area badges will be retained within the section by the security manager. Security managers will assume responsibility for the badges and are required to account for all badges after each UTA (Unit Training Assembly.) Every individual will be responsible for the security of their own badge and they will notify their security manager if the badge becomes lost, stolen, damaged or delaminated. Also, a semi annual badge inventory inspection will be done. The individual will be held responsible for bringing their line badge to the security manager for these inspections.

3.1.1. Recommended Systems of Control:

3.1.1.1. Divisions/units maintain and store AF Form 1199, Flightline Badges, in a designated, locked up location/area for access by security manager or division/unit personnel, i.e. key box, storage container, or locker which is especially for maintaining AF Form 1199's with a log sheet (time out/time in.)

3.1.1.2. Each individual maintains responsibility for AF Form 1199 in division/unit to which they are assigned. Security manager is required to conduct random monthly/quarterly AF Form 1199, checks giving a 30 day advance notice to personnel for AF Form 1199 check. Personnel who do not provide the badge at required check should not be allowed to sign-in until possession of AF Form 1199 is verified by security manager.

3.2. Individuals receiving a badge on a UTA become responsible for its security. The badge is to be displayed on outer clothing when the individual is inside the restricted area to which it applies, and will be removed immediately upon leaving the restricted area.

3.3. The procedures outlined below will be followed when requesting replacement badges:

3.3.1. When the original badge is lost or stolen, and after an extensive search for lost or stolen line badge, the unit commander, division chief or security manager will prepare a letter of request for reissuing of the badge, if appropriate, and forward the letter of request for reissue to the Security Police Pass and ID Section and the unit security manager. A thorough investigation into the facts

surrounding the loss or theft will be conducted by the security manager. The report of the badge and the new number will be properly marked on all copies of the AF Form 2586.

3.3.2. When the badge needs to be reissued to add new area(s), use the original AF Form 2586 kept on file at the bearer's unit. Add new area(s) in Section IV of the AF Form 2586 and attached a letter signed by the unit commander or designee requesting the new area(s). Coordinate for the necessary signatures and AF Form 2586. The individual's original AF Form 2586 and attached letter will be hand carried to the Security Police Pass and ID Section. A new badge, which includes the original area(s), will then be issued. File a copy of the letter with each copy of the AF Form 2586.

3.3.3. When a badge is reissued to delete an area, the individual's unit commander, division chief or security manager, will prepare a letter to request reissue of the badge. The individual will hand carry this letter, the old badge, and their original AF Form 2586 to Security Police Pass and ID Section. Deleted area(s) lined out, marked "deleted per attached letter," and the new badge number added and then filed.

3.4. The AF Form 2586 and AF Form 1199 badge remain valid only while the individual is assigned to the unit or division in which they were authorized unescorted entry or until unescorted entry is withdrawn. When the individual is reassigned, separated, discharged or retired, the unit or division security manager must insure that the AF Form 2586 and the AF Form 1199 badge are immediately submitted to Security Pass and ID Section for receipt to complete their annual inventory of accountability for AF Form 1199 badges and AF Form 2586.

3.4.1. For individuals transferring to units within the 911th Airlift Wing, the security manager for the old unit will initiate a letter of transfer of the AF Form 1199 and the corresponding AF Form 2586. This will be submitted to the new unit's security manager for endorsement and a receipt of the transferred AF Form 1199 and corresponding AF Form 2586. A copy of the endorsed letter will be maintained by the old unit, new unit, and Security Pass and ID Section for accountability and control.

3.5. The annual Physical Inventory of all badges will be accomplished by 30 June each year as illustrated in [Attachment 1](#). In order to perform the inventory, line badges should be physically checked with AF Form 2586, then make a list comprised of the unit personnel with their name, ssn, line badge number, and unit designation. Any imbalances of having more or less of AF Forms 2586 or line badges should be documented and reviewed to determine their status and resolve the differences. The inventory will be conducted and authenticated by the unit or division security manager. The division security managers are responsible for reporting only civilian badges, and the unit security managers are responsible for Reserve and Air Technician (ART) badges. The report will be prepared two copies. The original will be forwarded to Security Pass and ID Section no later than July UTA each year and the duplicate copy will be retained with the unit or division until completion of the next scheduled inventory.

F. BAXTER LANE, Col, USAFR
Commander

Attachment 1**SAMPLE FORMAT FOR ANNUAL INVENTORY OF RESTRICTED AREA BADGES****DEPARTMENT OF THE AIR FORCE**

Air Force Reserve Command

(Date)

MEMORANDUM FOR 911 AW/SPI

FROM: (UNIT/DIVISION)

SUBJECT: Annual Inventory of Restricted Area Badges and AF Form 2586, Unescorted Entry Authorization Certificate

The following is the result of an inventory take as of (date) of AF Form 1199s and AF Form 2586s for which this office has responsibility for accountability.

BALANCE SHEET

a. Number of badges accounted for on last annual inventory and AF Form 2586: _____.

b. *Number of badges received after last inventory along with AF Form 2586: _____.

c. Total number of badges accounted for (Total of Item 1 and 2): _____.

d. **Total number of badges Lost/Stolen/Turned in during this report period: _____.

(Lost/Stolen badges must be verified by a report of investigation by the Security manager and AF Form 2586.)

e. ***Total number of AF Form 2586 without corresponding badges: _____.

f. Total number of badges accounted for this inventory and AF Form 2586: _____.

Security Manager

1st Ind, (Unit/Division)

MEMORANDUM FOR 911 AW/SPI

Concur/Nonconcur

Unit Commander/Division Chief

*Include the number of badges that were reissued for a specific reason

** Include the number of badges that were turned in for reissue for a specific reason

***Disposition of documented line badges on these forms must be resolved according to Item 4

Attachment 2**INSTRUCTIONS FOR REQUESTING AF FORM 1199, USAF AREA BADGE**

The following steps will be taken when completing AF Form 2586, **Unescorted Entry Authorization Certificate**, for requesting AF Form 1199, **USAF Restricted Area Badge**:

1. Section I, II, III and columns one and two of section IV, AF Form 2586, will be prepared by the responsible security manager. All entries will be typewritten and prepared in duplicate. The individual's unit command/division chief or security manager will certify that available records have been reviewed and contain no disqualifying information by signing Section II of form. Upon delegation by the unit commander or division chief, the security manager can sign Section II. This signature also certifies completion of Phase I Training.
2. The form will then be sent through the responsible coordinating official, for each area where unescorted entry is required.
 - 2.1. AREA 1 - Command Post, coordinate by Operations & Training Officer or Chief, Command and Control or ART Liaison Officer for Command Post.
 - 2.2. AREA 2 - Loading Area for C5 Aircraft, coordinated by 32 APS Flight Commander or Maintenance Control Officer.
 - 2.3. AREA 4 - Restricted Flightline, coordinated by 911 AW/LG Commander/MXS Maintenance Officer.
3. The form will then be hand carried by the individual to whom the badge is to be issued, to Security Police Pass and ID Section.
 - 3.1. Civilian restricted area badge holders assume responsibility for their badges and their security managers are required to account for all badges annually.
4. Upon receipt of a properly completed AF Form 2586, the Security Police Pass and ID Section will complete section V, authenticate, and issue badge. Security Police will keep a copy of the AF Form 2586 and return the original to the individual who will hand carry it back along with badge to the unit or division security manager.
5. The security manager will file the AF Form 2586 with the AF Form 2583, update to entry authority list and retain the badge. These forms for civilian (Including ARTs) may be kept by the individual's supervisor in their AF Form 971 file or by the Division Security Manager, whichever the Division Chief deems necessary. The Unit Security Manager will keep these forms on reservists and a copy on all assigned ARTs.

NOTE: When Division Security Managers are preparing forms for ARTs, prepare in original plus two (2) copies, ensuring item GRADE indicate Rank/ART. Forms for civilians and reservists are prepared in original plus one copy.